



## **MINUTES OF ASHMANHAUGH PARISH COUNCIL MEETING**

**Held virtually on Tuesday 4<sup>th</sup> May 2021 at 7.00pm**

**Parish councillors present:**

Cllr. H Buxton (Chair)

Cllr. A Buxton

Cllr. N Coleman

Cllr. C Phillipo

Cllr. J Pond

Cllr. S Bland

Cllr. C Russell

**Clerk:** Mrs S Martin

Members of the public present - 3

**1. ELECTION OF CHAIR**

Cllr. H Buxton was nominated as Chairman by Cllr. Pond; this was seconded by Cllr. Bland . With no further nominations, all AGREED to elect Cllr. H. Buxton to serve as Chairman for the coming twelve months. Cllr. H Buxton will duly sign the Declaration of Acceptance.

**2. ELECTION OF VICE CHAIR**

Cllr. H Buxton invited nominations for the office of Vice-Chairman. Cllr. Phillipo was nominated by Cllr. H Buxton and seconded by Cllr. Pond. With no further nominations, all agreed to elect Cllr. Phillipo to serve as Vice-Chairman for the coming twelve months.

**3. ATTENDANCE – All Councillors present.**

**1. DECLARATION OF INTEREST:**

**1.1. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS FOR THIS MEETING:**

Cllr. H Buxton declared an interest in 6.10 as an adjacent landowner.

**2. MINUTES OF PREVIOUS MEETING**

The minutes were proposed as a correct record without amendment by Cllr. A Buxton and seconded by Cllr. Pond, all Cllrs. agreed. They will be duly signed by the Chairman.

**3. PUBLIC SPEAKING**

**3.1. To receive a report from County and District Councillor.**

Apologies were given for missing the Annual Parish Meeting, however as small Parish there are few issues, however, the most important one's relating to Highways and Planning.

District Council is starting to relax restrictions in line with guidelines, however, social distancing will be present for some time.

Understand local people being cautious regarding visiting tourists, but all to be mindful of risks and precautions.

**3.2. To receive a crime report from Norfolk Police.**

No crime report received although this had been requested.

**3.3. To receive questions from the public relating to local issues**

A parishioner raised the blocked drains along Church Road – these have already been reported to Highways.

Concerns were raised regarding the volume and speed of farm vehicles though the village. It was questioned if the vehicles could use the HGV route.

It was also reported a telehandler driving though the village with forks not at road level.

The Chairman responded to confirm the local farm would be contacted regarding the telehandler, and that it is not in the PC's remit to state what routes farm vehicles use.

#### 4. MATTERS ARISING

##### 4.1. To discuss correspondence received since the agenda was issued.

- It was discussed communication regarding the withdrawal of planning application PF/21/1126 Dairy Barn. NNDC requested the application to be withdrawn and re-submitted. The application is part retrospective and is to ensure correct application.
- Invitation to join NNDC/NNTPF Liaison Meeting on 24<sup>th</sup> May 21 7pm – Cllr. N Coleman to attend.

##### 4.2. To receive a report on any matter not covered on the agenda.

It was raised camping at Wroxham Barns and lack of consultation, although discussed that no planning permission is required. Residents have been contacted regarding the fireworks.

#### 5. CORRESPONDENCE – all noted

##### 5.1. General correspondence

##### 5.2. Norfolk ALC Bulletins and updates, including Wellbeing emails

##### 5.3. Police newsletters

##### 5.4. Norfolk County Council Tourism Survey

##### 5.5. Norfolk County Council 1 million trees for Norfolk update – numerous plans around Parish regarding planting of trees.

##### 5.6. Broads Authority adopted the Peat Guide information

##### 5.7. Wellbeing Workshops (email 27/03/21)

##### 5.8. Tunstead Parish Council regarding clearing of ditches – Tunstead PC clearing a lot of ditches and informing surrounding Parishes so as they can take their own action as not wanting to pass the problems of flooding on.

##### 5.9. Invitation to attend the Norfolk Association of Local Councils General Meeting on 20<sup>th</sup> May 2020

#### 6. HIGHWAYS, PLANNING, LAND AND ASSET ISSUES

##### 6.1. To consider any planning applications received - None

##### 6.2. To receive planning decisions:

**PF/21/0239** - Harris Barn, Stone Lane, Ashmanhaugh, Norwich, Norfolk, NR12 8YW - Change of use of barn with external alterations to form dwelling - revision of approved scheme (ref. no. PF/171824) in respect of Unit 4 – **WITHDRAWN**

##### 6.3. To note notification of NNDC Tree Preservation Order (TPO (ASHMANHAUGH) 2020

**No.15** - Land South of Carousel, Stone Lane, Ashmanhaugh - Reference Number TPO/20/0977)

##### 6.4. To update on Highways issues (Church Lane and missing signage)

Signage on A1151, Church Road Junction has now been reinstated.  
Church Road drainage scheduled for July/August 2021.

##### 6.5. Dog/Litter bin installation:

**To agree installation of dog/litter bin at Stone Road crossroads** - AGREED by all.

**To consider and accept sponsorship of dog/litter bin** – AGREED by all. PC to purchase and donation to be received.

**To consider and agree frequency of collections** – AGREED weekly collections June-September, fortnightly remaining months.

##### 6.6. To note clearance of straw at crossroads – Thanks given to local landowner for clearing the straw.

Cllr. N Dixon left the meeting at 19.35

##### 6.7. To consider and agree Parish Partnership Scheme amendment

It was discussed the addition of a backing sign to the Village Gateway. It was AGREED to accept this amendment at an additional cost of £167.50.

##### 6.8. SAM2 device:

###### 1) To receive data collected from SAM2 device

Data from two locations circulated. Concerns raised over the recorded speed of some vehicles; however, data shows majority of vehicles are travelling within the speed limit.

##### 6.9. To discuss proposed gateway locations re: Parish Partnership Scheme Initiative 2021/22

Duplicated item – discussed under 6.7.

##### 6.10. To discuss and agree footpath map and locations to install

It was discussed and AGREED to place a footpath map for information showing the 'circular walk' – including the permissive paths at the entrance to the field, Preston Rooms, crossroads, and Church.

- 7. FINANCIAL & ADMINISTRATIVE MATTERS**
- 7.1. To review this period's financial position**
- i. **To receive and sign Bank Reconciliation** – All AGREED
  - ii. **To note receipts in the period:** noted  
**NNDC 1<sup>st</sup> instalment precept 2021/22 - £2001.00**
- 7.2. To authorise payments for:** All payments AGREED.
- |  |         |
|--|---------|
| Sarah Martin - salary April/May 21 (inc. expenses)               | £371.44 |
| HMRC tax payment   | £ 86.40 |
| Norfolk Association of Local Council annual subscription 2021/22 | £126.79 |
| Community Action Suffolk Insurance renewal 01/06/21-31/05/22     | £186.74 |
| Mrs C Moore (Internal Audit 2020/21)                             | £ 40.00 |
| Norfolk County Council (50% Parish Partnership bid contribution) | £792.50 |
- 7.3. To note Direct Debit payment to Information Commissioners Office for**  
Data Protection Renewal (23/04/21 to 22/04/22) £ 35.00
- 7.4. To receive Internal Auditor's report 2020-21**  
Noted recommendations given by the Internal Auditor - no further comments.
- 7.5. To approve certificate of Exemption 2020-21**  
This was approved and will be signed by the Chair and Clerk/RFO
- 7.6. To approve the Annual Governance Statement in the 2020-21 Annual Return**  
Each of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to were read out. The Council RESOLVED to APPROVE the Annual Governance Statement. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.
- 7.7. To approve the Statement of Accounts in the 2020-21 Annual Return**  
The Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to APPROVE the Statement of Accounts. The Chairman and the Clerk/RFO will sign the AGAR on behalf of the Council.
- 7.8. To receive update on virtual meetings**  
Update given regarding virtual meeting legislation not being extended and therefore the next PC meeting scheduled for July will be in the Preston Rooms.
- 7.9. Policies for Review:**
- i. **Data Protection Regulation Policy** – AGREED
  - ii. **Information Audit** – AGREED
  - iii. **Retention and Disposal Policy (inc. Appendix 1)** – AGREED
  - iv. **Freedom of Information Model Scheme** – AGREED
  - v. **Complaints Procedure** – AGREED
  - vi. **Social Media Policy** – AGREED
  - vii. **Code of Conduct** – AGREED
- 7.10. To note any Financial/Administrative correspondence** – None.
- 8. ITEMS FOR NEXT AGENDA – 6th July 2021 – Parish Council Meeting**  
Cllr. A Buxton reported that he will be resigning from the PC with immediate effect. He wishes all Councillors and the PC well.  
Thanks were given to Andrew for his contribution and commitment to the Council over his many years of service.  
Next Agenda – New councillor co-option.

Meeting closed 20.10